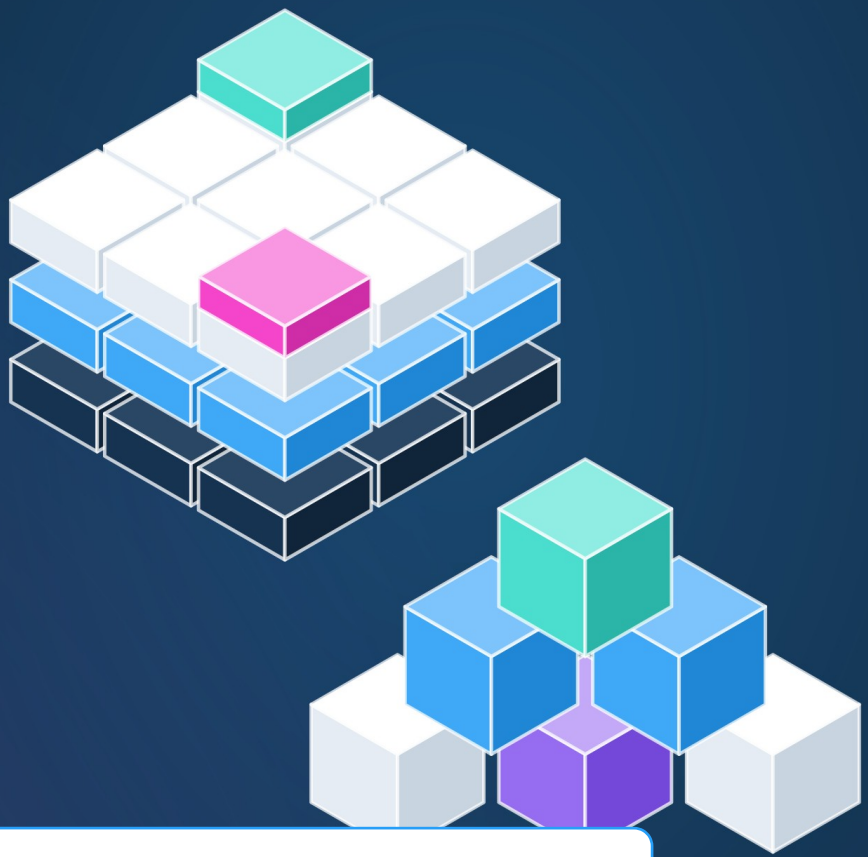
OPERATIONS INSIDER

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MASTER DATA AND ERP READINESS QUICK START CHECKLIST

Score the master data of one plant in one hour, with records you can point at.



MEASURE. OWN. CLEAN. LOAD.

START HERE

How to Use This Check

One plant, one hour with production planning, purchasing, logistics and engineering, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Open the real data: twenty material records, five bills of material, five routings, the last count list and the last creation requests. Do not score from memory.	Score each statement from 0 to 4. Without a list, a report or a record you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across departments.
3	Mostly in place and visible in the data.
4	Consistently in place, measured, reviewed and improved.

> **WHY MASTER DATA**
>
> **A planning system calculates exactly what the master data tells it. A lead time that is 14 days too short orders 14 days too late, every time, for every order. The plant then blames the system, the planner or the supplier.**

Before You Start

- **Scope:** one plant with its material master, bills of material, routings and stock, typically 5,000 to 50,000 material numbers.
- **Evidence:** material records, the last ten receipts of five purchased parts, bills and routings of running products, count lists, creation requests.
- **Tone:** you check the process that creates and maintains the data, not the person who typed a value years ago.

THE CHECK

01 Material Master and Planning Parameters

NO.	CHECK	SCORE 0 TO 4
01	The number of active material numbers is known, and materials without movement for three years are flagged and excluded from planning.	
02	Every planning field (procurement type, planning method, lead time, lot size, safety stock, unit, planner) has a written rule for when its value counts as correct.	
03	Lead times in the system are compared with the actual receipts at least twice a year, and deviations above 20 percent are corrected.	
04	Lot sizes and minimum order quantities match the current supplier agreements and the current demand, not the values of the year the material was created.	
05	A sample audit of at least 100 material numbers has been done in the last twelve months, with a hit rate per field.	

02 Bills of Material and Routings

NO.	CHECK	SCORE 0 TO 4
06	Bill of material accuracy is measured on a sample against the product as it is really built, and a bill counts as correct only when every line is correct.	
07	Material that operators take at the line (seals, screws, labels, packaging) is in the bill of material or covered by a defined rule.	
08	Every routing names the work center where the operation really runs, in the real sequence.	
09	Standard times and setup times of the bottleneck work centers have been compared with measured or confirmed times in the last twelve months.	
10	Planned capacity load and actual load per work center are compared monthly, and gaps above 10 percent lead to a correction of the routing.	

THE CHECK

03 Inventory Record Accuracy

NO.	CHECK	SCORE 0 TO 4
11	Inventory record accuracy is measured per storage location with a written tolerance, not only as a value difference once a year.	
12	A count plan exists that defines how often each class of location is counted, and the daily counts are done.	
13	Every count deviation is analyzed for its cause on the same day, and the causes are collected in a Pareto.	
14	Receipts, issues, scrap and stock transfers are booked at the time and place where they happen.	
15	Inventory record accuracy is above 95 percent of locations within tolerance and has been for at least three months.	

04 Ownership and Maintenance Process

NO.	CHECK	SCORE 0 TO 4
16	Every planning-relevant field has exactly one owner role, written in a matrix that all departments have agreed.	
17	New materials follow one creation process with defined steps, and a material is released for planning only when all planning fields are filled.	
18	Changes to master data are requested, checked and released by the field owner, and the change is traceable.	
19	The lead time of a material creation is measured, and the target of five working days or less is met.	
20	Duplicates are checked before a new number is created, and the rules for descriptions and classification are written down.	

THE CHECK

05 Key Figures, Cleanup and ERP Readiness

NO.	CHECK	SCORE 0 TO 4
21	Data quality key figures (hit rate per field, bill and routing accuracy, inventory record accuracy, creation lead time) are reported monthly with targets.	
22	A cleanup plan exists with waves by importance, a tracker with records done and open, and named capacity.	
23	The requirements for the ERP system are written as a numbered list with priorities, based on the real processes of the plant.	
24	Vendors are compared with a weighted score and a demonstration that runs the plant's own processes with its own data.	
25	Migration is planned with test loads and an error rate, and go-live is decided with a written checklist of criteria.	

Your Result

BLOCK	POINTS	OUT OF
01 Material Master and Planning Parameters		20
02 Bills of Material and Routings		20
03 Inventory Record Accuracy		20
04 Ownership and Maintenance Process		20
05 Key Figures, Cleanup and ERP Readiness		20
TOTAL		100

YOUR RESULT

Read the Number

The total shows how far planning can trust its data. The weakest block shows where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Blind planning. Nobody knows how good the data is, planners correct by hand every day.	Audit a sample of 100 materials. Put a number in EUR on the cost of bad data.
40 to 59	Known gaps. Errors are known, but nobody owns the fields and nothing is measured.	Name one owner per planning field. Fix the 20 percent of materials that carry most of the value.
60 to 79	Controlled. Owners, rules and key figures exist, accuracy is rising.	Check bills and routings at the line, start daily counting, plan the cleanup in waves.
80 to 100	Ready. Data is measured, owned and maintained. A new system can be loaded.	Hold the level. Prepare the migration with test loads and a go-live checklist.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after three months and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
MASTER DATA AND ERP READINESS STARTER KIT	The guide for the first 30 days, plus the audit workbook with field audit, bill of material check, count check and cost of bad data.
MASTER DATA AND ERP READINESS EXCELLENCE BUNDLE	The full playbook, a two-day workshop pack, eight templates, the Excel system from audit to go-live checklist, and a workshop deck.

Both are available at operationsinsider.com.